



STATE OF ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael M. Rumman, Director

Rod R. Blagojevich, Governor

# TELECOMMUNICATIONS BULLETIN

May 19, 2005

CMS 05— 16

**Bureau of Communication  
and Computer Services**

**From:**  
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Solution Center

## Cutoff Dates for FY 05 Cellular and Paging Service Orders

This bulletin is a reminder of the upcoming cutoff dates for all Cellular and Paging service orders to be processed in FY05. If your request is received by Central Management Services (CMS) on or before the designated date, your order should be processed and billed in FY05. **Orders must clearly state that the work should be billed in FY05.**

The categories listed below require different processing procedures and paperwork and, as a result, require different time intervals. Procurements that involve third party input for completion (CMS Contract Administration, vendors for bid, etc.) therefore require additional processing time.

Adherence to the following dates will allow sufficient lead time to permit proper review and processing of requests. Please notify your staff of the deadlines. The FY 05 cutoff dates are:

- **June 1** - Requests for non-routine and special bid cellular items.
- **June 10** - Requests for routine cellular and paging service and equipment.

If you have any questions regarding cellular or paging services or need assistance in placing service orders, please call the CMS Communications Solution Center:

**800-366-8768**

**or**

**(217) 524-4784**

**Option 2 - New/Existing Services**

**Option 5 - Cellular**

**Option 6 - Paging**

**For more information...**  
visit our website at  
[www.state.il.gov/cms/telecom](http://www.state.il.gov/cms/telecom)